

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director of Logistics

DATE: 12 May 1955

FROM : Acting Chief, Supply Division

SUBJECT: Weekly Activity Report

1. GENERAL:

25X1A a. [REDACTED] (continued item)

(1) The tightening of the bolts in the trusses at the Depot has been completed by the contractor well in advance of the estimated time of completion. The safety hazard created by the loosened bolts has now been eliminated.

25X1A (2) The purification of [REDACTED] stock material classified as Condition 3 or Condition 4 is approximately 75% completed.

b. Supply Training: (continued item)

(1) Certificates were presented to guard personnel who participated in the Guard Training Program recently conducted at the [REDACTED]

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25X1A (2) Arrangements have been made to have the Logistics Supervisory Training Program given on 19 and 26 May 1955 for [REDACTED] personnel at the Depot in two-hour sessions each day. This separate arrangement was made in order to reduce the time Depot personnel were away from their work, and also because of the large number of personnel involved throughout the Supply Division which precluded all of them being scheduled for the headquarters lectures.

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(3) Sixteen Division employees are attending the current May sessions of the Logistics Supervisory Training Program.

(4) Plans and arrangements have been completed for the three-week Supply phase of the Seventh Logistics Support Course which commences on 16 May 1955.

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2. PROJECTS AND STUDIES IN PROCESS:

a. Requirements Forecast: (continued item)

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(1) [REDACTED] All forecasting echelons that submitted materiel requirements forecasts to the Office of Logistics for FY 1956 and 1957 have been queried regarding proposed revisions of instructions for forecasting materiel requirements [REDACTED] for FY 1957 and 1958. The conference with Commo was postponed to the latter part of this week. A draft has been prepared of the revised instructions for forecasting administrative and housekeeping support desired from the [REDACTED] Revisions of other sections of [REDACTED] will be accomplished during succeeding weeks.

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(2) The following advance studies have been conducted for items appearing in the Forecast of Gross Materiel Requirements:

(a) Net requirement determined for [REDACTED] equipment.

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(b) Net requirement determined for items of a [REDACTED]

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(3) The service stock numbered items included in the 1683 changes and 1177 new items contained in Stock Accounting Catalog Letters Nos. 19 and 20 respectively have been extracted and forwarded to OL Library. These items are posted to tabulated lists of service stock numbered items previously furnished to the Library for the purpose of posting current price changes reflected in Department of Defense and GSA publications.

b. Supply Regulations: (continued item)

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(1) [REDACTED] Supply Procedures: This publication, with the exception of chapter 24, has been retyped and forwarded to Regulations Control Staff for proof-reading. Chapter 24 is in the process of retyping. This chapter also contains exhibits of supply forms which are in the process of being printed on an expedite basis by Printing and Reproduction Division in order that actual sample forms may be included in this chapter. Upon completion of chapter 24, it will be returned to RCS for final review and forwarding to DD/S for formal approval.

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(2) [REDACTED] Supply Procedures: This publication has been retyped, and has been forwarded by RCS to DD/S for approval.

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c. Report of Non-Issue of Material: (new and continued item)

(1) A report has been received from Machine Records Division listing all items for which there have been no issues for a period of one (1) year. These items represent 30% of all ZI stock items.

(2) A study will be conducted relative to the non-issue items to determine those which must be retained in the Supply System and those which may be declared surplus and ultimately disposed of.

3. OTHER ITEMS OF INTEREST:

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b. Safe Files: (continued item)

(1) The current status of safe files is: 62 each on hand, 300 each due in on P.O. #55-3143, and 163 due out.

(2) Information has been received to the effect that 200 each safe files ordered on above purchase order were shipped 10 May.

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c. Surplus Property: (continued item)

- (1) Two truckloads of scrap material have been delivered to the Naval Gun Factory for destruction.
- (2) Three line items, comprising excess and obsolete map cabinets, were transferred to Department of Interior.
- (3) Supply Division Letter No. 43 has been prepared relative to the proper procedure for transferring material to Surplus Account 08. This Supply Division Letter reduces the paperwork and simplifies the processing operations for such transfers.
- (4) A cable has been prepared for release by DD/S to Sr. Rep., [REDACTED] requesting that certain R&D items located at that Station be shipped to [REDACTED] at the earliest possible date. Headquarters to be advised when movement is accomplished.

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d. ZI Depot Inventories: (continued item)

- (1) A representative of Inventory, Disposal, and Special Accounts Section departed Washington 9 May 1955 for the purpose of conducting the physical inventory at the [REDACTED]
- (2) The Report of Inventory Adjustment accomplished as a result of the inventory of Materiel Group 7, General and Administrative Supplies, at the [REDACTED] has been submitted for approval 4 May 1955.

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e. Publications: (continued item)

- (1) Supply Division has received eighteen alphabetical listings of all items in the supply system. These listings will be distributed to all field accountable stations for their utilization in the maintenance of supply records and in the preparation of reports for headquarters. Four of these listings have been given to the Office of Communications for transmission to their accountable field stations.
- (2) The Price, Weight, and Cube Supplement to the Supply Catalog has been received from Reproduction Division. Distribution of this Supplement, which is effective as of 1 July, will begin immediately to the overseas areas.

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f. Responsibility for Property Issued on Temporary Loan to FE Division: (reopened and completed item)

The procedure for issuing property on temporary loan to FE Division has been finalized and approved by the respective Chiefs of the FE Division and the Supply Division. A separate memorandum receipt account has been established under the headquarters Property In-Use Account to reflect such issues to FE Division. FE Division has designated the Responsible Property Officer who will requisition the equipment and make internal issue on hand receipts. Transactions will be handled in accordance with established procedures.

g. Sterile Versions of New Agency Forms: (new and continued item)

A memorandum has been prepared to the Chief, Management Staff, requesting that proposed regulatory issuances be carefully screened to determine what new Agency forms will be required in sterile versions for overseas use. Upon being advised of such forms, Supply Division will initiate necessary action to establish stock levels and stock the forms for issue.

25X1A h. Workload Study, [REDACTED] (new and continued item)

A workload study has been made at the [REDACTED] to determine work measurement standards and manpower requirements. As a result of this study a new organizational structure has been devised to improve management and operational control, establish clear-cut channels of authority, consolidate functions, and clarify functional responsibility. Efforts are now being directed to submit the information for consideration, approval, and implementation. Efforts are being directed to make studies of the entire Supply operation by organizational structure. It is estimated that over a year will be required to complete this project.

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25X1A i. Field Visit to [REDACTED] (reopened and completed item)

25X1A The Packaging Engineer who departed the ZI on 14 March for sixty days TDY to the [REDACTED] installation has returned. While at that installation, he supervised the establishment and installation of the equipment for the packaging and preservation function, also giving guidance during the initial operation to resolve problems and difficulties as they arose and before such problems reached major proportions.

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j. Two-Position Transportable Stations: (reopened and continued item)

25X1A Material for two-position transportable stations being packaged at  
25X1A the [REDACTED] which require prior preservation are being for-  
25X1A warded to [REDACTED] for the accomplishment of this phase of  
the operation. When these items have been properly preserved, they  
will be returned to the [REDACTED] for packaging in accordance  
with established procedures.

25X1A k. [REDACTED] Developments: (continued item)

25X1A (1) A meeting was held at [REDACTED] with the following in  
attendance: representatives of the new Contractor, the [REDACTED]  
[REDACTED] the Senior Representative and Security Officer aboard  
the Station. Matters discussed were methods of handling clearances,  
personnel interviews, utilization of badges and car stickers for  
identification purposes, present status of vehicles and possible  
sources of procurement in the future, and general discussion of  
future plans of operation.

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(2) Interviews between present [REDACTED] relative  
to future employment have begun and it is expected that interviews  
will have been concluded on all personnel concerned with the Opera-  
tions Contract before the end of the coming week. This will be  
followed by interviews with the technical personnel.

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25X1A (3) A meeting is scheduled within the next few days between the  
new Contractor and [REDACTED] relative to their personnel policies  
and administrative procedures in order to obtain detailed informa-  
tion relative to the operation of the packaging activity under the  
proposed new arrangement. It is understood that [REDACTED] will interview  
the packaging crew this coming week.

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(4) The present Contractor is now ready to effect contact with the  
various Sub-Contractors for the purpose of recalling to the Station  
all tooling being used by them which has been paid for by and is  
the property of the Agency. This will be accomplished as soon as  
the necessary letters of authorization are received.

4. MAJOR PROBLEMS:

None

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5. MAJOR OBJECTIVES:

Current status of Division's objectives was reported to the Assistant Director of Logistics on 15 April 1955.



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OL/SD/DWW:TJD:adeg:dmg (12 May 1955)

Distribution:

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- 7 -

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